Have meet announcement available.

 **Checklist**

**Set-up**

* Meet name, address, sanction #, etc. are correct according to the meet announcement
 **Example:** **2020 MN ALEX 45th Annual Lake Swim and Pool Sprints**
* Meet type (standard or time standard)
* DQ Codes – USA Swimming (usually Nov 2013)
* Course (LCM or SCY)
* Entry deadlines & age-up date
* # of timers connected to computer
* Time Adjustment Method (FINA rules)
* ID Format (USAS with Host LSC)

**Athlete Relay Preferences**

* “A” relays only (yes or no)

**Seeding Preferences**

* Non-conforming times are check-marked as seeded last so that meets which accept non-conforming times do not convert the entry times
* Seeding parameters are correct (i.e. course order, exhibition swims in championship)
* If championship meet – circle seeding set correctly

**Report Preferences**

* Report Headers (hosted by club name, sanction number)
* Over-achievers are flagged with “+”
* Punctuation (Open Events as Senior or Open)

**Entry / Scoring Preferences**

* The number of scorers for individual events, relays, and labels are set according to the meet announcement
* Warn if times are out of range enabled
* Properly set the entries must have been performed date according to the announcement
* Entry limits for the meet are set according to the announcement and warn if entry limits exceed
* Time Stds Meet: Points awarded based on \_\_\_\_ time is set properly and “point and awards given to over and under achievers checked

**Scoring Set-Up**

* Check that scores are correct OR zero out scores if meet is not scored

**Entry Fee Surcharges**

* Set Correctly (Team and Facility Surcharge charge once per team)

**Events**

* Event numbering matches OOE in meet announcement
* Event descriptions are correct (i.e. gender, distance, stroke)
* Entry fees (individual events per meet announcement, 4x times the individual event fee amount relays)
* Seeding of events (i.e. distance events are fastest to slowest)
* Multi-Age Group scoring events are properly set according to the meet announcement
* Time trial events are listed after events in the order with fees set correctly

**Events / Standards**

* All progression time categories are properly listed (i.e. “CH”, “A” and so on)
* “Standards”, “Qualifying”, and “Scoring” boxes properly checked
* “Equal to or faster” OR “slower than” radio buttons are enabled correctly
* Senior event standards are correct for both genders (i.e. 13-14 or 15-16)
* 10&U and 9-10 event standards are correct
* If non-conforming times are accepted, the alternate course times should updated for each distance event to prevent and/or flag non-qualifying entries

|  |  |
| --- | --- |
| *Alternate course event standards in a short course meet* | *Enter standards from* |
| LCM 500 Freestyle | LCM 400 Freestyle |
| LCM 1000 Freestyle | LCM 800 Freestyle |
| LCM 1650 Freestyle | LCM 1500 Freestyle |

|  |  |
| --- | --- |
| *Alternate course event standards in a long course meet* | *Enter standards from* |
| SCY 400 Freestyle | SCY 500 Freestyle |
| SCY 800 Freestyle | SCY 1000 Freestyle |
| SCY 1500 Freestyle | SCY 1650 Freestyle |

**Events / Sessions**

* Heat intervals for each session intervals are accurately listed
* Couse for each session is correct (Y or L)
* Events are within the appropriate session number and in proper sequence
* Breaks are listed according to the meet announcement
* The number of individual and relay entries for the “day”